



Board of Trustees Meeting Minutes

June 12, 2015 • Ephraim, Utah

Individuals in Attendance

Trustees: Theresa Alder, Doug Barton, Scott Bushnell, Brent Davis, McCall Grajek, Leslie Keisel, Michael McLean, Jeff Olson

College Personnel: Gary Carlston, Jacob Dettinger, Yasmin Heywood, Spencer Hill, Steve Hood, Marci Larsen (as recording secretary), Craig Mathie, Allen Riggs, Carra Ward, Meagan White

Others: Morris Haggerty

Welcome

Chair Alder called the meeting to order and introduced each person in attendance.

College Highlight

Vice President Mathie welcomed Allen Riggs, Yasmin Heywood, and Carra Ward from the Wellness Center. He briefly reviewed the employees' responsibilities, noting specifically their work with suicide prevention, and said they continue to counsel more and more students each year. He thanked them for their exceptional work, and several trustees expressed their appreciation for the service the therapists and staff offer to students in need. Trustee McLean shared emotional comments and offered to help however he could. The employees were grateful for his generous offer, and they were anxious to explore possibilities to utilize his talents and reach others through music.

Meeting Minutes

Chair Alder asked if there were any needed corrections to the March 20, 2015 meeting minutes. Hearing none, she entertained a motion to accept and approve the minutes. Trustee McLean so moved, Trustee Kiesel seconded the motion, and it passed unanimously.

2015-2016 Budget

Vice President Hill referred to the prepared budget booklet and said it is an optimistic budget year for the college. He said compensation will be a top priority this year, as noted in the narrative, and he reviewed other budgeting priorities outlined in the budget booklet. He stated his commitment to having a transparent budget, and he thanked Jacob Dettinger for his help in creating the detailed data tables found in the budget booklet. After answering questions from the trustees, Vice President Hill concluded his report. President Carlston expressed appreciation to Vice President Hill for his knowledge and leadership. He said the college is healthy financially and added that while the administration is being cautious, they are restoring some areas that had to be cut for the college to survive the recession. He stated his desire to be responsive to needs, using the strategic plan as a guiding document. President Carlston thanked his entire administrative team for their work with the budget process and recommended the presented budget to the trustees for their approval. Trustee Barton made a motion to accept and approve the proposed budget. Trustee Davis seconded the motion, and it passed unanimously.

Investment Report

Jacob Dettinger, Director of Budget and Finance, reviewed investment reports for February, March, and April (2015) behind Tab I and asked if there were any questions. Hearing none, Trustee Davis made a motion to approve the reports. Trustee McLean seconded the motion, and it passed unanimously.

Endowment Loan Proposal

Jacob Dettinger referred the trustees to the memo found behind Tab J. He explained that because the college is projecting on-campus student housing to be at full occupancy for the upcoming year and the foreseeable future, the

administration is seeking solutions to address the increased housing demands. The request at this time, Mr. Dettinger explained, is to allow the college to use permanent endowment funds to loan the college the necessary funding to add additional beds. He said a formal investment policy would need to be created and approved by the appropriate councils and governing bodies. Because the solution allows the college to address current housing demands while providing a safe, decent return for its endowment funds, President Carlston requested approval to move forward. Trustee Davis so moved. Trustee McLean seconded the motion, and it passed unanimously.

R-401 GIS Program

Dr. Hood, Vice President for Academic Affairs, briefly summarized the *Certificate of Proficiency in Geographic Information Systems* (GIS) proposal that will teach students “how to use current software and geographic information data to solve natural world problems.” He said, as reported in the formal proposal, the “demand for GIS technicians is growing very fast in Utah and the rest of the nation” and noted that obtaining this certificate “can increase a student’s value as an employee in almost any discipline.” Dr. Hood told the group he thought this R-401 proposal was included in the last set of approved requests and apologized for the delay in presenting it to the board. Chair Alder asked if there were questions and then entertained a motion for approval. Trustee Bushnell made a motion to approve the Certificate of Proficiency in Geographic Information Systems. Trustee Kiesel seconded the motion, and it passed unanimously.

Board Committees

Chair Alder opened a discussion about board committees and asked trustees to share their input on the structure and composition of the current standing committees (specifically the Executive, Academic, and Audit Committees). President Carlston said the purpose of the committees is to allow board members to get more in-depth information, and he validated the value of the committee work. The challenge, he said, is the current by-laws tie the committees to a specific administrative structure which doesn’t exist. He asked if the trustees were agreeable to reviewing the structure and accepted the assignment to craft a better committee structure within the by-laws.

Report from the Alumni Association

Trustee Olson said the Alumni Association continues to look for ways to connect with former students and said the new Alumni Relations staff member, Lurlynn Potter, has new ideas the alumni board will discuss. He reported this would be his last trustee meeting and said Emilee Kuchenmeister will begin her term as the association president on July 1. Trustee Olson invited everyone to participate in the Homecoming activities the last weekend in September and thanked the board for their support of the association. Chair Alder thanked Trustee Olson for his service and commended him for a job well done.

Report from the Student Association

Student Body President Grajek said the student body officers had recently returned from a leadership retreat, and she said she looked forward to a great year. One goal, she said, is to help foster a climate of inclusion among all students. She said she hopes all students feel safe and welcome on both campuses. Chair Alder expressed appreciation to Trustee Grajek for attending the meeting, in spite of an injury that took place at the leadership retreat. Several trustees added their thanks and wished President Grajek the best for a speedy recovery and successful academic year.

Report from the Chair

Chair Alder reminded the trustees of the training meeting hosted by the State Board of Regents in July in Cedar City. She invited anyone interested in attending to contact Marci Larsen for assistance with arrangements.

Report from the President

President Carlston thanked the trustees for their service and support before he began his report. Details of the report are highlighted below.

- President Carlston happily told the trustees that the college has certified the funds for the science building and said architects are being selected for design work. He informed the group that the project will likely be a construction-management project, meaning the architect and contractor will work together in the design stage. He said preliminary plans have construction starting in February 2016 and using the building for

- classes beginning fall semester 2017. He expressed appreciation to all of those who have been involved with all aspects of the project, and trustees expressed their appreciation for President Carlston's leadership and patience with the process.
- President Carlston said he had nothing new to report on the proposed Richfield City pool and recreation center project. He said he hopes the college can find a way to solidify the relationship with the city, county, and community.
 - President Carlston informed the trustees of plans to hold a cabinet retreat focusing on service, motivation, and leadership. He said compensation (used as a motivator or distractor) would be discussed at the retreat, and he reminded the trustees of the compensation study that is underway. Compensation, President Carlston said, remains a high priority for him.
 - Enrollment numbers are encouraging at this point, President Carlston reported. He provided copies of the progressive enrollment report for fall semester that compares numbers to the same calendar week last year. Trustee Bushnell asked about concurrent enrollment and on-line enrollment numbers, and President Carlston said the Institutional Research Office projected enrollments of nearly 5,000, with approximately 4,000 of them being on one of the college campuses. President Carlston thanked the admissions staff for their work in recruiting students, and he thanked all employees for their efforts to retain students.

Recognition and Appreciation

On behalf of the board, Chair Alder expressed appreciation to Trustee Jorgensen and Trustee Olson who have completed their term of service on the board. She encouraged them to stay involved with the college and displayed a small token of appreciation for each of them. She also thanked Vice President Hill for his service to the college and wished him well in his retirement. A small gift from the Board of Trustees was presented to Vice President Hill.

Adjournment

The meeting was adjourned.